

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in learning more about the online program curriculum offered by [Institution's Name]. As I am considering enrolling, I would appreciate any detailed information regarding the courses, learning outcomes, and overall structure of the program.

Specifically, I am curious about the following:

- The core courses included in the curriculum
- Elective courses and options available
- The duration and pacing of the program
- Any unique features or resources provided for online students

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]